

RECREATION AID
NF-0189-02

YOUTH SERVICES

YOUTH PROGRAM ASSISTANT

I. INTRODUCTION

This position is located in the Quality of Life Department, Family Service Center Division, Youth Services Branch, NAS Lemoore. The purpose of this position is to perform a variety of duties in support of providing and supervising social and recreational activities for youth.

II. MAJOR DUTIES AND RESPONSIBILITIES

15% Assists in planning and conducting a schedule of events for youth oriented programs. May participate in brainstorming sessions to determine those activities that would meet the social and recreational needs of youth in school-age/pre-teen/teen-age categories. These events/activities include but is not limited to physical and recreational activities, dances, trips, sports, organized activity classes and special events.

15% Assists in planning and conducting an effective school-age program with suitable activities based on the children's age levels. Assists in arranging the room and play materials to accommodate the daily schedule.

25% { Conducts age appropriate play activities to foster individual and group development. Leads children in songs, games, drama, and other activities. Supervises all indoor and outdoor activities including field trips and ensures children's safety at all times.

{ Interacts with children during programmed activities. Uses approved child guidance and caregiving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress, illness or abnormal behavior.

20% { Helps create adult-made games and play materials (i.e., mixing paints, assembling props for drama play, etc.), and assists with developing a list of needed supplies for submission to the supervisor.

{ Receives children from parents or school buses, making them feel welcome. Notes special instructions which parents may provide. Maintains an accurate count of children in their charge. Ensures children leave with their parents or authorized person to pick them up.

{ Transports children to and from school; children/teens to and from field trip locations.

- 15% { Ensures the safety of youths of all ages through constant supervision, effective arrangement of space, and proper maintenance of equipment.
- 16% { Assumes responsibility for the conduct of youth and protection of building and property. Reports any damage to facility, and damage or malfunction of equipment to the supervisor.
- 16% { Completes and submits required reports in an accurate and timely manner. Participates in conferences with parents and supervisor.
- 16% { Performs other related duties as assigned.

III. KNOWLEDGE REQUIRED BY THE POSITION

Basic knowledge of youth activities programs and its operations. Ability to relate to youths of all ages, provide leadership and gain respect of youths. Ability to implement activities and work with groups of up to fifteen children. Maturity, sound judgment, and the ability to handle emergency situations.

IV. SUPERVISORY CONTROLS

The incumbent performs duties under the direct supervision of the Youth Activities Director or other supervisor as designated, who makes assignments of specific basic tasks. The supervisor provides detailed initial instructions and is available for guidance and advice on all aspects of work to be accomplished. Routine work is reviewed for compliance with instructions. Review of work increases for new and unusual tasks.

V. GUIDELINES

These include DOD, BUPERS, MWR and local policies and instructions regarding youth programs, rules and regulations. The incumbent is required to follow established procedures, rules and regulations. Any deviations from these will require the Director's guidance/approval.

VI. COMPLEXITY

The youth activities programming encompasses a variety of planned, supervised recreational, social, and physical activities designed to provide safe alternatives for youth and to aid in their social, intellectual and physical development. The incumbent must allow for priorities and schedules that may change frequently due to new children continuously enrolling in the programs.

VII. SCOPE AND EFFECT

The purpose of the position is to perform a variety of duties in support of providing and supervising social, recreational and physical activities for youth. Services provided directly contribute to aid in the social, recreational and physical needs of each youth and provides safe alternatives for youth against undesirable environmental influences. Services provided also contribute to the morale and quality of life of military and DOD personnel whose children benefit from services provided.

VIII. PERSONAL CONTACTS

Personal contacts are with dependent children, youths and their parents, co-workers, volunteers, MWR staff, base military and civilian personnel, and base school personnel.

IX. PURPOSE OF CONTACTS

Contacts with dependent children and parents are to determine needs and provide adequate school-age child care services and teen programs. Contacts with co-workers and other MWR staff is to plan and coordinate activities. Contacts with base military and civilian personnel is to obtain services; with school personnel to coordinate school related issues.

X. PHYSICAL DEMANDS

The work requires long periods of standing, walking, bending, and stooping. The work also requires driving of the school van. Other demands are typical of youth environment. The incumbent must be capable of lifting, moving, carrying children, toys, supplies, equipment and other program items which may weigh more than 40 pounds.

Work requires ability to obtain CPR and First Aid Certification and Class B driver's license during employment.

Prior to employment, incumbent must pass background checks successfully.

XI. WORK ENVIRONMENT

Work takes place in classroom or activity areas with adequate lighting, heating and ventilation. Work performed outdoors will include the playground area, school grounds and field trip locations. The work may involve a flexible work schedule according to the requirements of the programs.